

Retention and Classification Report

Agency: Brigham City (Utah). Brigham Police Department (3176)

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Records Officer: Stacy Nelson

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AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24945

3

TITLE: Accident reports

DATES: 1982-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 1.

AUTHORIZED: 03/04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Exempt UCA 41-6-40

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24951

3

TITLE: Animal master report cards

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 02/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24939

3

TITLE: Bicycle registrations

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale; their respective city or county police department with the name and address of retailer; year and make of cycle; a general description of cycle; frame number; name and address of purchaser" (UCA 11-21-1 (1997)). Bicycle registration may be handled by either the fire or police department.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 4.

AUTHORIZED: 03/04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24939

TITLE: Bicycle registrations

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24946

3

TITLE: Case reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

RETENTION:

Retain 75 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 8.

AUTHORIZED: 02/04/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 75 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24946

TITLE: Case reports

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24947

3

TITLE: Crime analysis files

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems and forecasts.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 10.

AUTHORIZED: 03/04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24948

3

TITLE: Criminal history dissemination log

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-10-202 (2011).

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 11.

AUTHORIZED: 03/04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24313

3

TITLE: Daily radio log

DATES: 1984-1995.

ARRANGEMENT: Chronological

TOTAL VOLUME: 11.00 cubic feet.

DESCRIPTION:

This is a log of radio traffic received or transmitted over the various communication systems. This log satisfies Federal Communications Commission (FCC) log requirements and is arranged chronologically by date. In some departments, the daily radio log and daily activity reports have been compiled into one report.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 13.

AUTHORIZED: 08/09/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24949

3

TITLE: Daily radio log

DATES: 1982-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This is a log of radio traffic received or transmitted over the various communication systems. This log satisfies Federal Communications Commission (FCC) log requirements and is arranged chronologically by date. In some departments, the daily radio log and daily activity reports have been compiled into one report.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 13.

AUTHORIZED: 03/04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24950

3

TITLE: Dispatch logs

DATES: 1982-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, traffic stops, calls for service generated, time, shift, and a summary of daily events. In some offices, the record is only maintained as a computer file.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 14.

AUTHORIZED: 03/04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24952

3

TITLE: Evidence disposition records

DATES: 1982-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 16, Item 58.

AUTHORIZED: 11/04/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Protected

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24953

3

TITLE: Evidence log

DATES: 1982-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 16, Item 58.

AUTHORIZED: 05/16/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Protected

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24954

3

TITLE: Expungements

DATES: 1982-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

A person who has been convicted of a crime may petition the court for an order to expunge records of arrest, investigation, detention, or conviction (UCA 77-40-103) (2010). To "expunge" means to seal or otherwise restrict access to records held by the agency that relate to the petitioner's arrest, criminal investigation, detention, and conviction (UCA 77-40-102 (7))(2010). A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order.

RETENTION:

Retain 80 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 21.

AUTHORIZED: 03/04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 80 years or until confirmed death and then destroy.

APPRAISAL:

Administrative

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24954

TITLE: Expungements

(continued)

PRIMARY DESIGNATION:

Protected UCA 77-18-15(8) and 63G-2-305 (9)

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24955

3

TITLE: Homicide and theft of public funds case file

DATES: 1982-

ARRANGEMENT: Alphanumeric

TOTAL VOLUME:

DESCRIPTION:

These case files are created as a result of a homicide complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 2.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24955

TITLE: Homicide and theft of public funds case file

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24956

3

TITLE: Sex offender files

DATES: 1982-

ARRANGEMENT: Alphanumeric

TOTAL VOLUME:

DESCRIPTION:

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders shall, for the first five years after termination of sentence, again register within ten days of changing his place of habitation." This registration form is required by the Department of Corrections and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Corrections, which sends one to the local law enforcement agency where the person resides (UCA 76-5-404.1 (2007))

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 43.

AUTHORIZED: 03/04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until person moves from jurisdiction and then destroy.

APPRAISAL:

Administrative

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24956

TITLE: Sex offender files

(continued)

PRIMARY DESIGNATION:

Exempt UCA 77-27-21.5(13) (2008)

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24957

3

TITLE: Traffic citations

DATES: 1982-

ARRANGEMENT: Alphanumeric

TOTAL VOLUME:

DESCRIPTION:

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 48.

AUTHORIZED: 03/04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public